

TOWN OF DAVIE TOWN COUNCIL AGENDA REPORT

TO: Mayor and Councilmembers

FROM/PHONE: Russell Muniz/797-1011 by Herb Hyman/797-1016

SUBJECT: Resolution

AFFECTED DISTRICT: n/a

TITLE OF AGENDA ITEM: A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, SELECTING THE FIRM OF R & S INTEGRATED PRODUCTS & SERVICES TO PROVIDE AGENDA AUTOMATION WORKFLOW SOFTWARE AND TRAINING AND AUTHORIZING THE TOWN ADMINISTRATOR OR HIS DESIGNEE TO NEGOTIATE AN AGREEMENT FOR SUCH SOFTWARE AND TRAINING.

REPORT IN BRIEF: The Town solicited competitive sealed proposals for agenda automation workflow software and training to automate the agenda preparation process. RFP documents were sent to twenty-three (23) prospective proposers. Additionally, the RFP was advertised state-wide in Florida Bid Reporting and nationally in BidNet and also posted on the Town's web site. The Town received eleven (11) proposals. The selection committee selected R & S Integrated Products & Services in accordance with the attached ranking sheet.

PREVIOUS ACTIONS: Not applicable.

CONCURRENCES: R & S Integrated Products & Services was chosen by the selection committee consisting of William Underwood, Russell Muniz, Barbara McDaniel, Angela Rodgers, Dave Abramson, Richard Boyhan, and Herb Hyman.

FISCAL IMPACT:

Has request been budgeted? yes

If yes, expected cost: \$25,910 plus \$2,795/yr. for maintenance

Account Name: Information Systems-Capital Outlay

Additional Comments: n/a.

RECOMMENDATION(S): Motion to approve the resolution.

Attachment(s):

Procurement Authorization

Selection Committee Ranking Sheet

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, SELECTING THE FIRM OF R & S INTEGRATED PRODUCTS & SERVICES TO PROVIDE AGENDA AUTOMATION WORKFLOW SOFTWARE AND TRAINING AND AUTHORIZING THE TOWN ADMINISTRATOR OR HIS DESIGNEE TO NEGOTIATE AN AGREEMENT FOR SUCH SOFTWARE AND TRAINING.

WHEREAS, the Town solicited proposals to provide agenda automation workflow software; and

WHEREAS, the selection committee has selected R & S Integrated Products & Services as the firm best qualified to provide the required software and training; and

WHEREAS, it is in the Town's best interest to execute a contract for such software and training.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Town Council of the Town of Davie does hereby accept the selection of R & S Integrated Products & Services as the firm best qualified to provide the required software and training and authorizes the Town Administrator or his designee to negotiate an agreement for such products and services and present that contract for approval at a future meeting date. Should no agreement be reached with the highest ranking firm, then the Town Administrator or his designee shall negotiate with the next ranked firm and present that agreement for approval.

SECTION 2. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2006

MAYOR/COUNCILMEMBER

Attest:

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 2006

TOWN OF DAVIE PROCUREMENT AUTHORIZATION

ACCOUNT NUMBER **BUDGET ITEM & DESCRIPTION** **APPROXIMATE COST**
05202595936400 Agenda & Workflow Automation Software \$45,000
INFO SYSTEMS CAPITAL OUTLAY

METHOD OF PROCUREMENT (check the one that applies)

- ☐ Open Competitive Bidding
☐ Piggyback on Contract Number _____
☐ Sole Source
☒ Request For Proposals

SPECIFICATIONS & LIST OF VENDORS MUST BE ATTACHED

Signed _____

Department Head

Have Funds been Reserved REQ. 3396.3

Date 12/6/05 Signed _____

Signed _____

Town Administrator

BIDS SUBMITTED

VENDOR	COST
<u>R+S INTEGRATED PRODUCT + SERVICES</u>	<u>RANKED 1ST</u>
<u>DAYSTAR</u>	<u>RANKED 2ND</u>
<u>COMPU SOLVE</u>	<u>RANKED 3RD</u>
<u>MCCI</u>	<u>RANKED 4TH</u>
<u>ISPA</u>	<u>RANKED 5TH</u>
<u>BRANDT INFO SERVICES</u>	
<u>DESTINY SOFTWARE</u>	
<u>RAD GOV</u>	<u>NOT</u>
<u>INFO SYSTEMS ACCESS, Inc.</u>	<u>RANKED</u>
<u>QUESTYS SOLUTIONS</u>	
<u>ADVANTAGE PROCESSING</u>	

Signed _____

Procurement Manager

BID SPECIFICATION COMMITTEE'S RECOMMENDATION

Vendor	Cost
<u>R + S INTEGRATED PRODUCTS SERVICES</u>	<u>\$25,910 PLUS</u> <u>YEARLY MAINTENANCE</u>

	A	B	C	D	E	F
1						
2						
3						
4						
5						
6	COMMITTEE MEMBER	DAYSTAR	MCCI	COMPUSOLVE	ISPA	R & S
7						
8						
9	W. UNDERWOOD	3	4	2	5	1
10	B. MCDANIEL	2	4	5	3	1
11	A. RODGERS	3	4	2	5	1
12	R. MUNIZ	2	3	4	5	1
13	D. ABRAMSON	2	4	3	5	1
14	R. BOYHAN	3	4	3	5	1
15	H. HYMAN	2	4	3	5	1
16						
17	TOTAL	16	27	22	33	7
18						
19	RANKING	2 ND	4 TH	3 RD	5 TH	1 ST